

There is a change in scheduling staff members for training. Effective immediately, to schedule for the CHCS, ESSENTRIS, CPRS and AHLTA classes you will need to submit a MAMC 1629-A to the IMD/AMO Helpdesk (G-67-04) indicating the account is required. The scheduling of classes will be processed at the time the account is requested. This is now the only way to schedule training and ensure that an account request precedes the class request. You may contact the MAMC, AMO Helpdesk via email to assist in determining classes needed and available class dates.

Significant changes affecting the scheduling to AHLTA (formerly CHCS II classes) are noted below.

1. AHLTA classes will restart with Madigan Army Medical Center Instructors starting April 7.
2. The training web site including AHLTA training information is still available here:
https://icdb.tricarenw.mamc.amedd.army.mil/Help/OnlineTraining/online_tutorials_main_p001.htm
3. The training web site noted above contains an embedded link for Providers to request an OJT appointment with Betty James via the "Contact Sustainment Trainer" button.
4. You can review the training guidelines to determine the need of your employee to send them to the proper classes by clicking on the AHLTA/CHCS II classroom training button.
5. AHLTA classes will be held every week for Record Review/Clerk, Support Tech (Medic). Provider classes are offered the first, second, fourth, and fifth Friday of the month with a Nurses class offered every third Friday of the month. Each class is scheduled and filled on a first come first serve basis.
6. You may be asked several questions by the help desk staff to ensure that your personnel are scheduled in the correct class or classes.

This process is the same as is followed for all the classes offered by the IMD/Informatics training staff. It represents a single point of contact for all you clinical systems training. We appreciate your cooperation in this transition to our new format.